



March 27, 2000 - Revised 08/30/2004

MEMORANDUM

To: Field Coordinators

From: Ellen Skinner

Subject: Approval for Membership Fees

Please advise your county departments to use the attached form to request approval for membership in local organizations which require a fee. The form is to be submitted to the Sr Director of Regional Accounting (Renita Jeffries) for approval for any new membership or renewal beginning April 2000. This includes membership in local Chambers of Commerce.

Please distribute copies of this form to each county director in your area. Give me a call if you have questions.